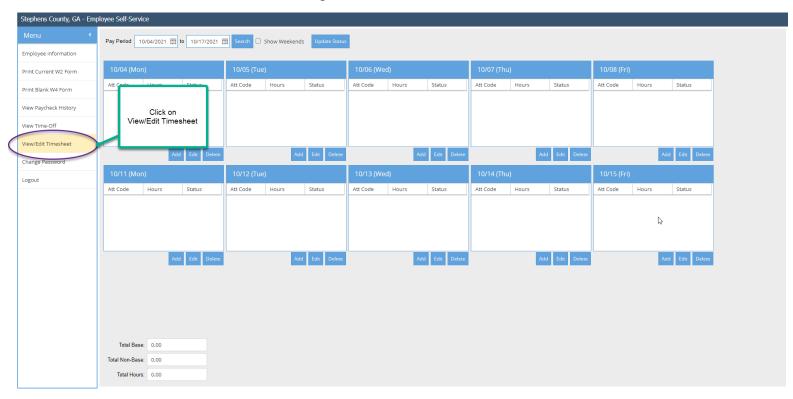
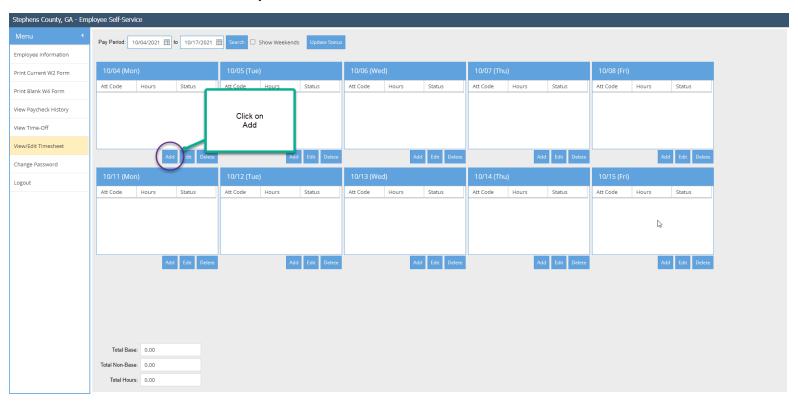
EMPLOYEE SELF SERVICE (ESS)

Entering time into ESS

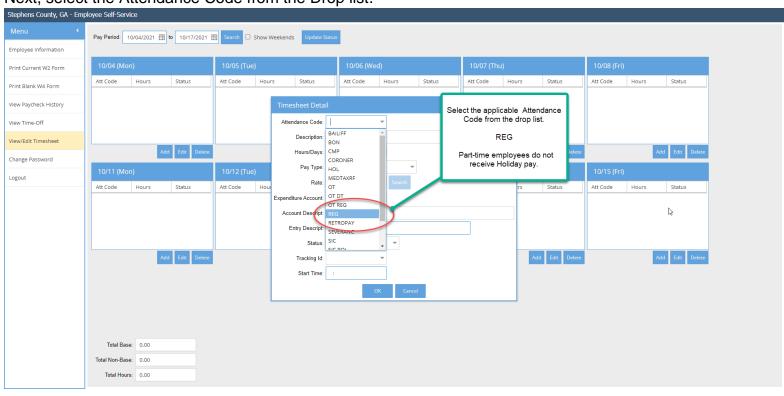
Click on View/Edit Timesheet in the left navigation/menu bar

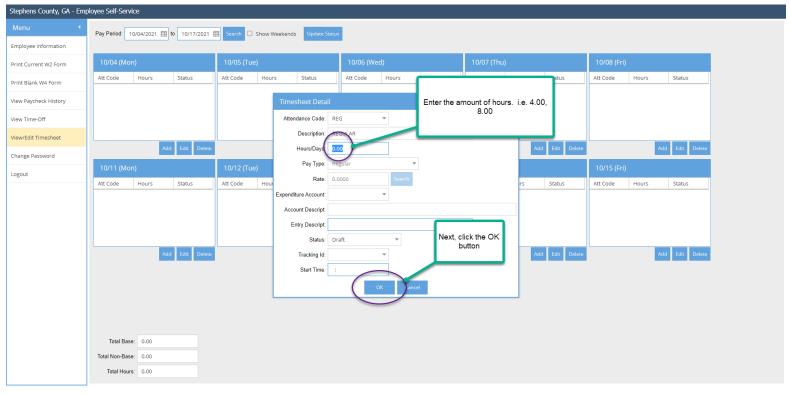


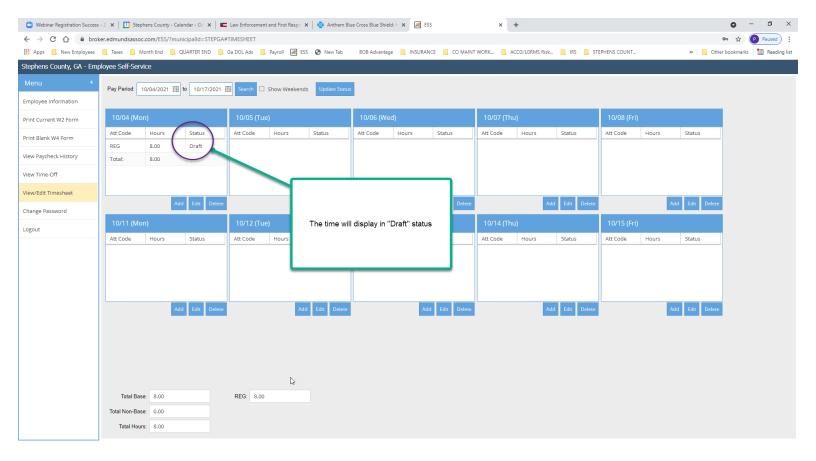
Next, click on Add on whichever day Time needs to be added.



Next, select the Attendance Code from the Drop list.







Follow these steps for each day that you need to enter time.

Your timesheet will be approved or denied by your Supervisor or the HR Department.

Questions? Contact the Human Resource Department:

humanresource@stephenscountyga.gov

706-886-9491 EXT 306